

REQUEST FOR PROPOSAL

For: On-call Public Works Plan Check Consultant

Release Date: July 28, 2016

Closing Date: August 18, 2016

Contact Person: Ronalyn Nonato, Assistant Engineer

INTRODUCTION

The City of San Pablo, Public Works Department is seeking qualified engineering professionals to provide on-call engineering plan check. These services will be on an as-needed basis. The successful bidder must review plans for conformance with conditions of approval along with local and other applicable (City, County, State and Federal) ordinances and standards.

The purpose of the Request for Proposal ("RFP") is to provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City of San Pablo customers. An important objective is to maintain a level of high quality engineering services and workflow methodology in the most cost-effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City of San Pablo, hereinafter referred to as "the City." The engineering consultant entity is hereinafter referred to as "the Consultant."

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code.

Background

The Consultant shall provide necessary on-call Public Works engineering plan check services to the City. Plan check work may include but are not limited to: survey, general civil design, drainage (hydrology/hydraulics, C.3 compliance, etc.), structural, traffic circulation and other services as listed in Scope of Work section of

this RFP. The City expects for the selected firm to provide all needed services for plan checking. The Consultant may use sub-consultants if necessary. All work shall be performed under the direction of a licensed engineer registered with the State of California.

Planned Schedule for the RFP

- RFP Release Date: July 28, 2016
- RFP Closing Date: August 18, 2016
- Consultant Interview/Selection: August 22, 2016 (morning)
- City Awards the Contract: September 6, 2016

Duration of contract shall be one (1) year from Council approval of contract with the option by both City and Consultant, by mutual agreement, to extend for up to five (5) years extension.

This RFP and sample consultant agreement are also available on the City website at: <http://www.sanpabloca.gov/bids.aspx>. **Note that it is the responsibility of prospective proposers to check the City website for any future addenda to this RFP.**

SCOPE OF WORK

This scope of work is to provide on-call general civil engineering plan check, which may include general civil engineering improvements and may comprise of survey calculations, drainage (hydrology/hydraulics, C.3 compliance, etc.), structural, traffic circulation, and other services to the City of San Pablo Public Works Department in accordance with all provisions within this RFP. These services will be on an intermittent basis. The general scope of work includes but is not limited to engineering review and plan check for correctness of design or construction plans, design calculations and technical specifications related to materials for proposed improvements, development of plan check correction lists, and any coordination related to the tasks.

Meetings with the plan check applicant may or may not be required at the option of the City and will be determined on a case by case basis. Prior to approval of the submitted plans, the licensed representative from the consultant firm will certify in writing that the design is in substantial compliance with applicable local, State and Federal requirements. Ultimate responsibility for errors/omissions of plans and specifications will continue to rest with the originating design firm in accordance with local, State and Federal law. The selected firm(s) may assist the City with various engineering assignments including but not limited to:

A. Pre-Plan Check Review

- Review for completeness of pre-plan check submittals.
- Review conceptual improvement plans.

- Identify sets of plans needed for the plan check (drainage, improvement, traffic, irrigation, parcel mergers, etc.)
- Review reports and studies reference in the conceptual plans.
- Identify and review reports needed for the plan check (hydrology/hydraulics, traffic study/circulation, geotechnical, etc.)
- Identify other document submittal deficiencies and advise the City as necessary.
- The Consultant is to check for conformance to the following:
 - Storm drain master plans.
 - City ordinances and specific plans Subdivision Map Act
 - Standards per the City's ordinance.
 - Caltrans Standards
 - and others.
- Identify any additional reference materials required of the applicant for a thorough design or plan check such as related offsite improvement plans, studies or reports.
- Assist with the development of plan review Conditions of Approvals.

B. Plan Checking

- Review for completeness of developer application and submittals.
- Review compliance with Conditions of Approval.
- Review of engineering quantity estimates and costs.
- Review of engineer's cost estimate for related items of work for bonding purposes.
- Review for completeness plan check submittals required during the pre-plan check phase.
- For larger projects, plan checker and City representative may conduct a site review concurrently with the initial plan check to ensure that the design appropriately reflects existing conditions.
- Review of tract and parcel maps in compliance with Subdivision Map Act, the Land Surveyor's Act, the approved tentative map, the approved conditions of approval and a current title report.
- Review of supporting survey documentation for tract and parcel maps.
- Review of Lot Line Adjustment and boundary closure calculations.
- Review of legal descriptions and plats for the City for dedications, easements or right-of-ways and accuracy of data notation.
- Review of structural calculations, if necessary for Public Works.
- Review of street improvement plans.
- Review of grading improvement plans (mass, rough and precise).
- Review of geological and geotechnical reports.
- Review of storm drain improvement plans and C.3 compliance.
- Review of hydrology and hydraulic reports to ensure conformance with storm drain plans.
- Review of Federal and State mandated reports required under the NPDES guidelines.

- Review of traffic plan/circulation (signing and striping plans, traffic detour and traffic staging plans, as well as signals).
- Review of traffic studies/reports to ensure conformance with traffic plans.
- Review plans for consistency with other planned developments.
- Assist with development of engineering design standards and guidelines to help with the plan checking process.

Other specific items are reviewed or checked are as follows:

- Title sheet information.
- Current legal descriptions.
- Correct assessor's parcel being subdivided per the title report.
- Closure of subdivision boundary and individual lots.
- Verify lot areas.
- Check for correct mathematics.
- Proper delineation and identification of record data.
- All appropriate data in the title report is shown on the map.
- Proper reference to adjacent recorded maps is shown.
- Proper references and ties to found/set monuments are shown.
- Calculated, recorded and measured distances agree, or variances are noted on the map.
- Boundary tied to California Coordinate System, where required.
- Verify ownership shown on the map against the title report.

C. Post Plan Check for billing and invoicing

- Provide monthly invoice for specific plan check applicants with detailed description of staff tasks and hours.
- Billing or invoicing must be per the City's desired format.

D. General mathematics and design criteria and standards of design practice

- The Consultant is to call for redesign of any portion of plans that:
 - Will be potentially unsafe to the public.
 - Will not function due to poor engineering.
 - Are inconsistent with the conditions of approval or other local or applicable (local, State, Federal) ordinance or standards.
 - Are impractical to construct.
 - Do not meet the minimum acceptable design standards of engineering practice.

In order to qualify for selection, the proposer(s) need to meet the following minimum requirements:

- The firm must have project managers with a minimum of ten (10) years of experience providing plan and map checking services to municipalities of similar size and complexity;
- Individual engineers of the firm must have three (3) years of relevant experience;

On-call Public Works Plan Check Consultant	
Task 1 – Pre Plan Check	General plan review of conceptual plans
	<ul style="list-style-type: none"> Identify general implications and constraints in reference to the submitted design. Require necessary reports, studies and etc. for the plan check process. Point out potential outside agency permits needed for the project. If necessary, participate in a kick off meeting with the City and the applicant to discuss project goals, scope and timing. Introduce key staff responsible for the plan check process.
Task 2 – Plan Check	Initiate and Prepare Plan Checks
	<ul style="list-style-type: none"> Participate in a field review meeting with the City. Review and coordinate design plans or plan checks as needed. Prepare design plans or plan check responses to the City for review and dissemination to applicants. Certify in writing that the design is in substantial compliance with applicable local, State and Federal requirements.
Task 3 – Post Plan Check	Billing and Invoicing
	<ul style="list-style-type: none"> Submit invoices monthly with detailed accounting of staff hours attributed to specific plan checks. Include accounting of specific City billings to applicant.

PROPOSAL REQUIREMENTS

Professional experience in the last three years preparing underground stormdrain system designs and regulatory permit handling is required. Consultant is requested to provide an organization or personnel chart to delineate communication, coordination and hierarchical structure.

1. STATEMENT OF QUALIFICATIONS OR RESUMES

Provide a brief description of general qualifications which includes references for similar plan check projects and coordination with regulatory agencies. The Statement will include graphic/pictorial illustrations of projects that meet this criterion. Provide specific evidence of relevant experience and a listing of key personnel that would be available to work on this Project. Please provide references for that experience specifically.

The Team Leader is expected to be a licensed engineer with experience in supervising a team of engineers and other professionals. Team members will include those who are familiar and conversant with specific and general plan check standard requirements, have experience with coordinating with other

regulatory agencies. Qualifications will demonstrate that team members will have worked successfully as part of a Plan Check Team.

2. PROJECT APPROACH AND SCHEDULE OF WORK

Describe the Consultant's typical approach to projects similar to this one.

The schedule of work or timeline must be included in the proposal in order to demonstrate Consultants ability to meet the Project deadlines. All tasks must have set individual deadlines within the overall project schedule.

Progress meetings with the City shall be scheduled on an as needed basis until a project is completed. These meetings may also be attended by other stakeholders as needed to resolve anticipated issues.

3. REFERENCES AND COMPARABLE PROJECTS

- a. Provide a summary of projects in progress or completed, with the following information for each:
- b. Reference name, with current contact information
- c. Type of project/development
- d. Client type (clarifying role of private sector client, if any)
- e. Size and scale of geographic area
- f. Current status (design, construction, etc.)
- g. Nature of public involvement
- h. Permitting requirements, if any

4. PROJECT MANAGEMENT AND STAFF AVAILABILITY

- a. Consultant should have an individual who will function as the main coordinator and hub for all the other consultants and sub-consultants; he/she will oversee project updates under the direction of City staff. This person will monitor timelines, review and evaluate products, ensure quality control and assist in facilitating meetings.
- b. For each consultant and sub-consultant office location that may provide services to the City, list the number of fulltime qualified employees that will be working on the project.

5. COST ESTIMATE

The cost proposal shall include a line item cost estimate for each work task outlined in the scope of services plus a separate cost for meetings (cost per meeting). The cost spreadsheet should be in a format that will allow City staff to determine the (a) key project team member(s) proposed for each task and the number of management, technical, drafting and support personnel hours, (b) cost per hour for each project team member and (c) total cost envisioned for each task. Identify any other costs to be billed to the project including project expenses and sub-consultant fees. Include any proposed mark-up for sub-consultant fees. Include a copy of the proposed rate schedules(s) to be used throughout the duration of the project and any adjustments that are predicted to occur during the execution of the project.

PROPOSAL FORMAT

Please prepare and organize the cost proposal based on the requirements listed below.

Cover Letter

A cover letter must be provided transmitting the consultant proposal for consideration. The cover letter must be signed by the person authorized to negotiate a contract for proposed services with the City on behalf of the team.

1. **Proposed Work Program Scope / Schedule / Hours Budget**
Provide a description of tasks anticipated to provide the services outlined above with milestones and cost to meet the Project objectives.

PROPOSAL SUBMITTAL

1. Provide one (1) digital/soft copy and five (5) hardcopies of the proposal no later than 5:00 p.m. on the "closing date" listed on the front page of this RFP. Proposals shall be addressed to Ronalyn Nonato, Assistant Engineer, Public Works Department, Engineering Division, City of San Pablo, 13831 San Pablo Avenue, Bldg 3, San Pablo, CA 94806.
2. All proposals shall be submitted in a sealed envelope, clearly marked with the title of this RFP, with the closing date and time.
3. All proposals, whether selected or rejected, shall become the property of the City.
4. The cost of RFP preparation shall be that of the consulting firm and shall not be paid by the City.
5. Proposals shall be signed by an authorized employee in order to receive consideration.
6. City will not be responsible for proposals delivered to a person or location other than that specified herein.

AWARD CRITERIA AND SELECTION PROCESS

AWARD CRITERIA

1. Demonstrated understanding of the Project including Project needs, identification of potential issues and overall approach.
2. Experience of the firm with similar projects, including local knowledge and prior experience with similar projects.
3. Quality and availability/current workload of proposed staff.
4. Demonstrated history of team members (sub-consultants) working together and cooperation.
5. References and record of previous budget/schedule project performance for similar projects.
6. Willingness and demonstrated ability to work expediently and meet deadlines.
7. Familiarity with State and Federal Procedures.

SELECTION PROCESS

1. The City will be evaluating all proposals submitted.
2. The City will exercise its discretion in selecting a firm. The award will be made by the City Council who will be asked to authorize the City Manager to execute an

agreement after negotiation of a contract in accordance with the City's selection process.

3. The City reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best serves the community's interest.
4. The City reserves the right to reject any and all proposals, to waive minor irregularities in proposals, or to negotiate minor deviations with the successful firm.

Contact:

All questions regarding this RFP shall be directed to:

Ronalyn Nonato

Assistant Engineer

City of San Pablo

(510) 215-3065

RonalynN@sanpabloca.gov

If you have received this RFP and have no interest in responding, please pass it along to a professional firm who may. Thank you.

CITY OF SAN PABLO

Public Works and Engineering Services

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